



Health and Safety Policy

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Main Aims of policy

To ensure the health and safety of all the children in our care, it is important that risks are clearly assessed and hazards are managed by all staff at Castlereagh Nursery. All staff are responsible for making daily checks and informing the school Principal of any identified risks (see Appendix 1).

Main Hazards:

1. There is a very high volume of traffic directly outside the nursery school at drop of and pick up times.
2. At school opening and closing times the main hall area is very busy, it is a small area which at busy times could have over 30/40 children and parents. The main outside door is very heavy and must be clipped back to ensure fingers do not get trapped as it closes.

Risk Assessment:

1. There is a high risk of accidents involving traffic directly outside the campus due to the traffic congestion. During the Induction process, all parents/carers were made aware of the health and safety restrictions and advised to park outside the school campus and walk safely with their child to Nursery. They must never park in the nursery carpark, this is for staff vehicles only. The nursery doors are opened in the afternoon from 1.20pm to allow a larger window for parents to pick up their child and so reducing the number of cars parking directly outside the nursery at any one time.
2. To ensure the safety of all the children at dropping off and pick up times, a member of staff (either the teacher or Nursery assistant) will always be situated at the door of each room. They will ensure they receive the child from their parent or hand them over to their parent at the end of the session. Parents must always sign their child out of the nursery on the signing out sheet at the door of each room. The main outside door will be closed at 9.10am and all further pupils and parents must ring the buzzer to gain access to the school.

3. There may be a number of children with Special Educational Needs on the premises at one time who may need extra help if the school has to be evacuated. These pupils have been identified and Class Teachers have completed a Personal Emergency Evacuation Plan for these students. This PEEP has been shared with all staff and made known to students.

School Procedures:

A separate register for both classes is kept and completed daily. The register is taken at the start of the session and the total adjusted immediately to include any child who arrives late. A list of the children's addresses and contact telephone numbers are located inside the relevant class folder.

In the event of a serious accident involving a pupil/parent in the vicinity of the campus:

1. On being notified of the accident, the Principal/ Clerical Officer telephones for an ambulance.
2. The Assistant Teacher or in her absence, a Nursery Assistant takes the emergency first aid kit and render whatever comfort/assistance possible to the child/parent until the arrival of the emergency services.
3. In the event of the child having been accompanied by a childminder, the Principal/ Clerical Officer contacts the child's parent/carer.

In the case of need to evacuate the building i.e. Fire/ Emergency.

1. The Class Teachers take charge of the registers (unless they have already been sent to the school office in which case the Clerical Officer will collect them). The Clerical Officer (or in her absence, the Principal) takes charge of the signing in book for visitors.
2. The children, any students and staff gather at the nearest suitable fire exit and assemble in the car park.
3. The Clerical Officer (or in her absence, the Principal) contacts the emergency services.

4. All pupils are accounted for, as per the registers.
5. If all are present, they remain in the car park until area is safe.
6. In the event of anyone being missing the Principal, where possible, re-checks the building or informs the emergency services.
7. School contacts parents/carers and arranges for the children to be collected.
8. The Class Teachers and Nursery Assistants look after the children until all are collected by parents/ carers.
9. The Principal contacts the appropriate Education Authority Officer informing them of the situation.

In the case of a child having a serious accident on the premises.

1. Staff member gives emergency first aid as appropriate and comfort the child.
2. Other staff supervise and comfort the other children.
3. Principal/ Clerical Officer contacts parent/carer and/or emergency services as appropriate.
4. In the case of parent/carer taking child to hospital a member of staff should accompany them as necessary and where possible. School will contact the hospital and make them aware to expect the child. Where the child needs to go to hospital by ambulance a staff member will accompany the child, if the parent/carer has not arrived.
5. An Accident Report is completed by the Principal/Assistant Teacher.
6. A de-brief session with staff is facilitated by Principal

School response to emergencies on the premises:-

During School Hours:

1. Principal assesses the situation.
2. If considered necessary, the evacuation detailed above is followed.
3. The situation to be reassessed after the emergency is over and the school declared safe.
4. Arrangements made to secure the building by temporary repairs if necessary.
5. Principal to notify Education Authority and seek guidance and advice about further repairs, re-opening dates and any other concerns.

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Amended- September 2020

6. In the event of a child being seriously injured the above procedures are followed.

Out of School Hours:

1. Contact Principal.
2. If unavailable contact named school keyholder- Caretaker.
3. Contact Education Authority.
4. Make arrangements for the emergency to be dealt with and have the building made secure.

First aid

At Castlereagh Nursery School, the Principal, assistant teacher and a nursery assistant are trained in first aid. Emergency first aid will be carried out as required.

Class Teachers create Medical Action Plans for all pupils on the Medical register and these are shared with parents/ carers for accuracy. All staff are made aware of these action plans and all pupils on the medical register are known to staff and students.

Should a child require the administration of medication during the school day, parental consent will be required to formally authorise this.

Castlereagh Nursery School is a nut free zone and all parents/ carers have been made aware of this during the Induction process.

Amendments due to COVID - 19

The main hall area is closed to all parents/carers. Staff will be present in the hall during the staggered drop off and pick up times. In the morning, parents will hand their child directly to a member of staff who will insure they remove their coat and proceed into the classroom safely. At home time a member of staff will remain in the hall until all children have been picked up. Children will be handed directly to their parent/carer.

Monitoring and evaluation

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This policy is reviewed annually to reflect changing circumstances and adaptations to the school site.

This policy should be read in conjunction with the school's Emergency Management Plan.

APPENDIX 1

Health and Safety Report Form

Staff Name.....

Date.....

Nature of concern.....

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Where?.....

When?.....

What?.....

For school use:

Action taken.....

Date.....

Time.....

By whom?.....